

EXPLANATION OF THE BUDGET REQUIREMENT AND
MEANS OF FINANCING FORM

1. Salaries and Employees' Benefits: Report salaries and wages, retirement, employee group insurance and salary savings.
2. Total Services and Supplies: List items such as insurance, professional and specialized services, medical, publication and legal notices, utilities, transportation and travel, office expense, rent, lease equipment, maintenance equipment, communications and small tools.
3. Total Other Charges: List the contribution to other agencies such as bond redemption, interest on bonds, judgments and taxes and special assessments.
4. Total Fixed Assets: Itemize any new fixed assets such as equipment, structures, improvements and land.
5. Reserves: General Reserve as defined in the Accounting Standards and Procedures for Counties is a fund equity restriction to provide for dry period financing. A general reserve is not an appropriation. The appropriate amount to list in this column would be the required reserve balance at budget year-end. Please disclose all reserves.
6. Total Reserves: Total of items in detail of five (5).
7. Total Requirements: The total requirement is the sum of items 1, 2, 3, 4 and 6. This total must equal line item 13. Note: Please list your contact for questions about budgets, tax rates and special assessments at the bottom of the page.
8. Fund Balance Available: The Accounting Standards and Procedures for Counties defines fund balance available as "that portion of the fund balance which is unreserved and undesignated and available to finance the budgetary requirements." Your fund balance available is determined by taking the cash balance as of June 30, adding the cash in transit, subtracting outstanding encumbrances (unpaid bills) and reserves budgeted in the previous years' budget. Exclude the reserves cancelled by your board.
9. Reserves: A. General Reserves - Add in reserves budgeted for previous year's budget. B. Other - Add in other prior-year reserves. (Specify)
10. Estimated Revenue: List the amount of revenue estimated to accrue or to be received from 1% Proposition 13 tax and other revenue.
11. Subtotal: Add lines 8, 9 and 10.
12. Amount to be raised by Property Taxes: The amount to be raised by property taxes is determined by subtracting the available financing, line 11, from Total Requirements, line 7.
13. Total Means of Financing: Add lines 11 and 12. (The Total Means of Financing amount will equal the Total Requirements, line 7.)
14. Taxing Agency Name: Agency Title.
15. Board President or Secretary: The signature of the Board President or District Secretary is required in this block.